

CONTRACT FOR RENTING THE CHURCH BUILDING  
As approved by the Pastor and Building Use Committee

The Central Baptist Church (Church Road, VA), is pleased that you are considering the use of our church facilities ("CHURCH") for your function.

For the Central Baptist Church family, our CHURCH is sacred and used for us to praise, worship, and serve our Lord and Savior, Christ Jesus. Therefore, even though we are pleased that our CHURCH could serve as a place for your function, we reserve the right to deny the rental of our complex if your function is not in line with the message and ministry of Jesus and/or if you object to any of our rental conditions listed below.

Consequently, you will need to review the following conditions under which the CHURCH could be made available.

If you are in agreement with these conditions, please work with the CHURCH secretary to finalize this contract and reserve your date. Below is the list of conditions under which Central Baptist Church will make its CHURCH available. These conditions must be followed unless the pastor or the building use committee has given written approval to waive and/or change them.

I. INITIAL CONSULTATION

It is required that the prospective lessee meets with CHURCH personnel before this contract can be signed. The purpose of this session is to ensure that the planned activity is one for which the CHURCH desires to rent its space.

This initial session is not to be confused with the CHURCH's sanctioning of the event and/or approval to use our facility. The sole purpose of this session is for the CHURCH to meet the event's sponsor and/or promoter and for that party to explain fully the event, its details, and the manner in which the CHURCH's facilities would be used. The CHURCH's secretary will schedule this meeting so that the CHURCH can advise whether or not we are inclined to lease the facility.

II. FEES

The CHURCH, after the initial consultation will make the determination of the type of event and as a result, which fee structure applies. All of the listed fees are to be paid to Central Baptist Church. A separate \$150.00 deposit must accompany the signed contract.

If all of the aforementioned guidelines are met, the deposit will be refunded by mailed check within fifteen (15) days after the event. If there are contract violations, the fees for such will be taken from the deposit and the balance refunded. If the fee balance exceeds the deposit, then an invoice will be mailed for the incurred fees.

A schedule of non-refundable fees is listed below. All final fees must be paid no later than thirty (30) days prior to event date. Failure to pay in full will result in cancellation of your event and the forfeit of your deposit.

Initial, \_\_\_\_\_

Central Baptist Church Member Use \$0.00 (excludes \$150.00 deposit)

Non-member Use \$100.00 (excludes \$150.00 deposit)

The CHURCH personnel, at their sole discretion, reserves the right to waive any deposit and/or fees for approved organizations seeking to utilize the space. If deposits and/or fees are to be waived, they must be done in writing by the pastor or chair of building use committee and attached as an addendum to this contract.

### III. RIGHT OF RESCHEDULING

The CHURCH is pleased to allow lessee events in its space. However, flexibility is required as the space may be called upon for sacred tasks. CHURCH events and services of any variety must take precedence and priority over any lessee events.

Therefore, CHURCH reserves the right to cancel/reschedule lessee events at its sole discretion if the CHURCH space is needed for unplanned/urgent CHURCH functions (e.g. funeral services).

The CHURCH also reserves the right to reschedule lessee functions in order to prioritize CHURCH and CHURCH member functions. In the event of a non-urgent CHURCH need (e.g. funeral services), CHURCH personnel will work to facilitate a rescheduling change in advance (preferably weeks before) of lessee event.

In the event of a scheduling conflict, the CHURCH will seek to reschedule lessee at a mutually agreed upon time.

### IV. CHURCH FURNITURE

For all events to be held at the CHURCH, the CHURCH does not allow its sanctuary furniture to be moved without prior written consent from the pastor or designated CHURCH representative. The CHURCH will assess a fee of \$250.00 for any furniture that is moved without written consent. Moreover, if any CHURCH furniture is damaged as a result of this event, the lessee will be assessed a \$1000.00 fee to be used to repair or replace damaged item(s). If the damage exceeds \$1000.00, the lessee will be mailed an itemized invoice to be paid immediately.

### V. USE OF MUSICAL INSTRUMENTS

For all events to be held at the CHURCH, the CHURCH does not permit the use of its any other musical instruments without prior written approval from CHURCH personnel. The CHURCH may allow, at its sole discretion, the use of its organ and piano. CHURCH will assess a fee of \$250.00 per instrument used without written consent.

### VI. MEDIA SERVICES

For all events to be held at CHURCH, the CHURCH does not provide its media (i.e., audio/video) services. The CHURCH may allow, at its sole discretion, the use of its media systems. If these services are requested, the CHURCH may assess a one-hundred (\$100.00) fee for the use its media system. CHURCH will assess a fee of \$250.00 if media system is used without written consent.

## VII. SPACE LEASED

This contract entitles the lessee to the CHURCH's sanctuary and/or fellowship hall, and/or additional rooms as stipulated in this contract. It does not entitle the lessee and/or any of his/her party to any other space in this CHURCH without prior written approval from the pastor and/or CHURCH representative. Moreover, the CHURCH will assess a fee of \$250.00 for any other room used by the lessee and/or lessee's event without written consent.

## VIII. ALCOHOL AND DRUG POLICY

There shall be no partaking of alcohol or illegal drugs (also, marijuana regardless of legality) while on CHURCH grounds.

If alcohol is found at the CHURCH during the event, there will be a warning given to remove such immediately from the premises. If the issue persists (or at the discretion of the CHURCH personnel), the lessee forfeits the rented space and must vacate the premises immediately. Failure to do so will forfeit the deposit.

If illegal substances (also, marijuana regardless of legality) are found at the CHURCH during the event, the event forfeits the rented space and must vacate the premises immediately. The deposit will be forfeited and appropriate authorities (i.e. police) may be contacted.

## IX. DECORATIONS

Decorations are allowed, but must be approved in writing no later than one week prior to the event by the CHURCH's personnel. Extreme care must be taken to preserve the historic integrity of much of the CHURCH sanctuary. Decorations are not allowed on the sanctuary walls.

The CHURCH personnel will provide the tape (non-marring) to secure decorations to the Fellowship Hall walls, if approved by the CHURCH. The need of excessive tape may necessitate a nominal fee to reimburse the church.

## X. LEGAL AND ETHICAL CLAUSE

It is the sole responsibility of the lessee and/or lessee organization to follow any and all local, state and federal laws while using CHURCH space. The CHURCH accepts no legal, ethical, or moral responsibility for crimes/misdemeanors/moral failings (e.g. sexual molestation, sexual abuse, sexual assault) committed by lessee while on CHURCH property.

If CHURCH becomes aware of any suspected crimes/misdemeanors/moral failings (e.g. sexual molestation, sexual abuse, sexual assault) committed by lessee while on CHURCH property, the CHURCH may report to property authorities when legally obligated.

## XI. HOLD HARMLESS/LIABILITY RELEASE CLAUSE

In consideration of the CHURCH allowing its building to be used by the lessee, the lessee hereby releases, forever discharges, and agrees to hold harmless the CHURCH, its pastor, deacons, agents, employees and members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the lessee that occurs while said lessee is using the CHURCH's facility. The lessee further hereby

agrees to hold harmless and indemnify said CHURCH, its pastor, officers, agents, employees and members for any liability sustained by said acts of the aforementioned CHURCH parties, including expenses incurred attendant thereto.

I have read and understand the aforementioned CHURCH guidelines and policies. My signature constitutes my agreement to abide by them.

Lessee #1 Name \_\_\_\_\_

Member of Central Baptist Church?       Yes       No

Lessee #2 Name (if applicable): \_\_\_\_\_

Member of Central Baptist Church?       Yes       No

Contact Number(s): \_\_\_\_\_

Event Date: \_\_\_\_\_

Time: \_\_\_\_\_

Would you need prior access to CHURCH to prepare?       Yes       No

Rehearsal/Decorating Date Requested: \_\_\_\_\_

Time: \_\_\_\_\_

Wedding Officiant (if applicable): \_\_\_\_\_

Musician(s) (if applicable): \_\_\_\_\_

Event Coordinator (if any): \_\_\_\_\_

Have you read and agree to Contract?       Yes       No

Lessee Signature \_\_\_\_\_

Lessee Printed Name \_\_\_\_\_

CHURCH personnel signature \_\_\_\_\_

CHURCH personnel name and title \_\_\_\_\_

Date \_\_\_\_\_